



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-ARH

30 OCT 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Submission of Contingency Operations-Active Duty Operational Support (CO-ADOS) Packets for Army National Guard (ARNG) Soldiers.
(NGB-ARH Policy Memo 06-069)

1. This policy is intended to clarify All Army Activities (ALARACT) messages and policy memorandums issued by the Army and the ARNG referencing the submission of CO-ADOS packets for deploying ARNG Soldiers.
2. The purpose of this policy is two fold;
 - a. To ensure that all ARNG Soldiers who have exhausted their 730 day mobilization authority are in receipt of CO-ADOS orders prior departing from Home Station to the Mobilization Station.
 - b. Soldiers that have not exhausted their 730 day mobilization authority and will require a CO-ADOS order sometime during the deployment have a completed CO-ADOS packet prior to departing Home Station enroute to the Mobilization Station.
3. Effective the date of this memorandum the National Guard Bureau (NGB), Army National Guard Directorate, Personnel Policy and Readiness Division will act as the ARNG executive agent for CO-ADOS requirements in Categories One through Five. NGB-ARO will remain the executive agent for Category Six.
4. NGB-ARH will send representatives to assist all ARNG units/task forces being mobilized with 150+ paxs. Mobilizing units/task forces with less than 150 paxs will be assisted by NGB-ARH, but an assistance visit will not be conducted unless specifically requested by the State Adjutant General.
5. NGB-ARH will monitor the mobilization/deployment of all ARNG units through the NGB-ARR deployment schedule. However, State MILPOS shall notify NGB-ARH when a unit/task force (of any size) receives their ninety day alert order from the Department of the Army (DA).
6. The CO-ADOS process will start upon the unit/task force receiving their DA Mobilization Alert Order.

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7. Regardless if a personal visit from NGB-ARH is or is not conducted the CO-ADOS for categories one through five will be handled as follows:

a. For those units of 150+ paxs NGB-ARH will;

(1) Schedule a visit to the unit/task force within 30 days of receipt of the units/task forces DA Mobilization Alert Order

(2) Upon arrival at the unit NGB-ARH will:

(a) Brief the unit leadership on the assistance visit schedule of events and update the unit leadership on any recent change in procedures for mobilized ARNG Soldiers.

(b) Assist the unit staff in the proper preparation of CO-ADOS packets to include required documentation, signatures, and Soldier information.

b. For those units of 150 paxs or less (that do not request an assistance visit) NGB-ARH will;

(1) Contact the unit either telephonically or Video Teleconference (VTC) within 30 days of receipt of the units/task forces DA Mobilization Alert Order

(2) Brief the unit leadership either telephonically or by VTC on any recent change in procedures for mobilized ARNG Soldiers

(3) Maintain daily contact with the unit staff, either telephonically or by VTC, for the entire 90 day alert period in order to assist in the proper preparation of CO-ADOS packets to include required documentation, signatures, and Soldier information.

8. All CO-ADOS packets will be submitted to NGB-ARH for processing and must be received by NGB-ARH at least fifteen days prior to the unit departing for the Mobilization Station for those Soldiers that have not exhausted their 730 day mobilization authority. Thirty days prior to departing for the Mobilization Station for those Soldiers that have exhausted their mobilization authority.

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9. NGB-ARH will coordinate with all agencies involved to ensure any CO-ADOS packets rejected are returned to NGB (not the State or the Mobilization Station) for correction and re-submission. NGB-ARH will also ensure that proper distribution is made to the States and Mobilization Stations on all published CO-ADOS orders.

10. An example of the current CO-ADOS application form (DA Form 4187) with an explanation sheet is enclosed for your use.

11. Point of contact is the Mobilization Policy Branch, NGB-ARH-R, at (703) 607-3569/3297 or DSN 327.



TAMMY L. MIRACLE

Colonel, GS

Chief, Personnel Policy
& Readiness Division

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